

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY



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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Tyre Inflation Attendant

SECTOR: AUTOMOTIVE

SUB-SECTOR: PETROL PUMP OPERATIONS

OCCUPATION: TYRE INFLATION

JOB ROLE: AIR BOY/TYRE INFLATION ATTENDANT

REFERENCE ID: ASC/Q9603

ALIGNED TO: NCO-2004/Nil

Brief Job Description: Individuals at this job needs to maintain the air check facility existing at fuel stations. The individual needs to check the air pressure in vehicles coming into the fuel station using digital/manual air facility.

Personal Attributes: This job requires the individual to be standing for longer hours and be patient as he has to check the air pressure for different segments of vehicles on a continual basis. The individual should know basic numbers and read basic English. The individual should demonstrate skills for customer sensitivity, problem perception and sensitivity.

Job Details	Qualifications Pack Code	ASC/Q9603		
	Job Role	Tyre Inflation Attendant		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	24/06/13
	Sub-sector	Petrol Pump Operations	Last reviewed on	27/07/13
	Occupation	Tyre Inflation	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	05/08/15		

Job Role	Tyre Inflation Attendant
Role Description	Daily maintenance checks on air facility and check air pressure
NSQF level	2
Minimum Educational Qualifications*	5 th pass, basic knowledge (read & write) of local language, English, Hindi
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> Compulsory: pressure levels to be maintained as per vehicle type
Minimum Job Entry Age	<p>1 ASDC recommends that candidates should seek full employment not before attaining an age of 18 years.</p> <p>2 However, as per Factories Act 1948 and Shops & Establishment Act 1953:</p> <p>- No one can be employment before attaining the age of 14</p> <p>3 Please note that under the Factories Act 1948, and Shops & Establishment Act 1953 different States may have slightly varying provision which need to be adhered to.</p>
Experience	<ul style="list-style-type: none"> 0 years if ASDC Driving Level 2 Certificate
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> ASC/N 9603:Maintenance checks on air facility ASC/N 9604:Operation of the air facility (dial/digital type) ASC/N 0003:Maintain a healthy , safe and secure working environment <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific

Acronyms

	designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack

National Occupational Standards



Overview

This unit is about the maintenance checks of Air Facility which means the individual has to ensure that air receiver, compressor, and power back up are functioning properly.

ASC/N960

Maintenance checks on air facility

National Occupational Standard

Unit Code	ASC/N9603
Unit Title (Task)	Maintenance checks on air facility
Description	This OS unit is air boy checking the air filling equipment before use
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> smooth working of the compressor of the equipment smooth working of the equipment smooth working of the back-up power source monitoring of air meter calibration
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compressor	To be competent , the user/individual on the job must be able to: PC1. clean the compressor PC2. check the compressor belt tension
Equipments	To be competent , the user/individual on the job must be able to: PC3. drain the condensate water from the air receiver PC4. check oil level in crankcase & replenish with the correct grade if required PC5. check if the air facility is connected to the back-up power source PC6. check if the “no tips” sign is displayed on the compressor PC7. check if the motor is rotating in the correct direction PC8. check if pressure switch is working PC9. report any equipment issues to the dealer for further action
Calibration	To be competent , the user/individual on the job must be able to: PC10. keep a record of calibration of air meter and inform the fore coat supervisor whenever the calibration is due based on the details mentioned in the calibration sticker PC11. ensure that the air meter is sent to the designated calibration agency
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company’s policies on: personnel management, duty reporting procedure and associated MIS compliance KA2. reporting structure within organization KA3. problem escalation procedure

ASC/N960

Maintenance checks on air facility

B. Technical Knowledge	The individual on the job needs to have knowledge of: KB1. level of oil in the equipment KB2. power back-up source availability
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand how to: SA1. fill in the attendance sheet and the requisite details SA2. interpret oil levels and power back-up level indicators
	Communication skills
	The user/individual on the job needs to know and understand how to: SA3. communicate to the superior problems pertaining to the functioning of the air filling equipment
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how: SB1. much time is required to check the air pressure pertaining to one vehicle in order to plan the queue accordingly

ASC/N960

Maintenance checks on air facility

NOS Version Control

NOS Code	ASC/N9603		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Petrol Pump Operations	Last reviewed on	20/07/13
Occupation	Tyre Inflation	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N9604

Operation of the air facility (dial/digital type)

National Occupational Standards



Overview

This unit is about checking the existing air pressure in the tyre to fill the deficit or get rid of excess.

ASC/N9604

Operation of the air facility (dial/digital type)

National Occupational Standard	Unit Code	ASC/N9604
	Unit Title (Task)	Operation of the air facility (dial/digital type)
	Description	This OS unit is about to ensure that the vehicle is ready to ply on the road with optimal air pressure
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • direct the vehicle to an appropriate position • identify the correct tyre pressure • replace valve cap of the tyre after achieving the required pressure • prompt the customer for inflation of boot tyre • check the overheating of wire, cables, electrical connections
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Air filling	<p>PC1. Fill air based on the type of vehicle & type of tyre mentioned in the check list</p> <p>PC2. Open the cap on the tyre valve & place the air pipe nozzle in a way that it completes covers the valve before filling air in the tyre</p> <p>PC3. Replace the valve cap of the tyre after checking air pressure</p> <p>PC4. Accepting tip from customers</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: road worthiness requirement; basic compliance to technical requirements and standards; safety and hazards;</p> <p>KA2. reporting structure</p> <p>KA3. escalation procedure</p>
	Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills	
	The user/ individual on the job needs to know and understand how to:	
	SA1.read air pressure for different types of vehicles	
	SA2.fill in the attendance sheet and the requisite details	
Communication skills		
The user/individual on the job needs to know and understand how to:		
SA3.communicate existing air pressure and consequences if not checked from time to time		

ASC/N9604

Operation of the air facility (dial/digital type)

NOS Version Control

NOS Code	ASC/N9604		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Petrol Pump Operations	Last reviewed on	20/07/13
Occupation	Tyre Inflation Attendant	Next review date	Under revision expected date of revised version 31-Dec-15

ASC/N0003

Maintain a safe, clean and secure working environment

National Occupational Standards



Overview

This unit is about monitoring work place practices and making sure they meet requirements for health, safety, security and environmental concerns.

ASC/N0003

Maintain a safe, clean and secure working environment

National Occupational Standard	Unit Code	ASC/ N 0003
	Unit Title (Task)	Maintain a healthy, safe and secure working environment
	Description	This NOS unit is about monitoring the working environment and making sure it meets requirements for health, safety and security.
	Scope	<p>This unit/task covers the following:</p> <p>Emergency procedures in situations of:</p> <ul style="list-style-type: none"> • illness • accidents • fires • other hazardous situations • breaches of security <p>Resources(needed to achieve the unit objectives):</p> <ul style="list-style-type: none"> • information on appropriate procedures to adopt in each emergency • government agencies in the areas of safety, health and security and their norms and services
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	A. Compulsory	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisation’s current health, safety, security and environmental policies and procedures(e.g. use protective gear and other safety equipment where necessary)</p> <p>PC2. report any identified breaches in health, safety, and security and environmental policies and procedures to the designated person</p> <p>PC3. identify and correct any hazards that can be dealt with safely, competently and within the limits of individual’s authority</p> <p>PC4. report any hazards that cannot be dealt with to the relevant person in accordance with organisational procedures and warn other people who may be affected</p> <p>PC5. follow organisation’s emergency and disaster management procedures</p> <p>PC6. identify and recommend opportunities for improving health, safety, and security to the designated person(e.g. in case of deviations from recommended policies/ practices of own organisation and suppliers)</p> <p>PC7. complete all the health, safety, security and environmental records required by company and regulatory standards</p>
	B. Optional	N.A.
	Knowledge and Understanding (K) w.r.t. the scope	

ASC/N0003

Maintain a safe, clean and secure working environment

Element	Knowledge and Understanding						
A. Organisational Context (Knowledge of the Company/Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. legislative requirements and organization's procedures for health, safety and security and individual's role and responsibilities in relation to this KA2. what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace(e.g. inflammable/ hazardous/ abrasive materials) KA3. how and when to report hazards KA4. the limits of responsibility for dealing with hazards KA5. the organization's emergency and disaster management procedures for different emergency situations and the importance of following these KA6. the importance of maintaining high standards of health, safety and security KA7. implications that any non-compliance with health, safety and security may have on individuals and the organization 						
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. different types of breaches in health, safety and security and how and when to report these KB2. risks to life and property from different types of breaches in health, safety and security KB3. evacuation procedures for workers and visitors KB4. how to summon medical assistance and the emergency services, where necessary KB5. how to use the health, safety and accident reporting procedures and the importance of these 						
Skills (S) w.r.t. the scope							
Element	Skills						
A. Core Skills/ Generic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #d9e1f2;">Writing Skills</th> </tr> <tr> <td>The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. complete accurate, well written work with attention to detail </td> </tr> <tr> <th style="background-color: #d9e1f2;">Reading Skills</th> </tr> <tr> <td>The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. read instructions, guidelines/procedures/rules </td> </tr> <tr> <th style="background-color: #d9e1f2;">Oral Communication (Listening and Speaking skills)</th> </tr> <tr> <td>The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. listen to and orally communicate information with all concerned </td> </tr> </table>	Writing Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. complete accurate, well written work with attention to detail 	Reading Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. read instructions, guidelines/procedures/rules 	Oral Communication (Listening and Speaking skills)	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. listen to and orally communicate information with all concerned
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Reading Skills							
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. read instructions, guidelines/procedures/rules 							
Oral Communication (Listening and Speaking skills)							
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. listen to and orally communicate information with all concerned 							
B. Professional Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #d9e1f2;">Decision Making</th> </tr> <tr> <td>The user/individual on the job needs to know and understand how to:</td> </tr> </table>	Decision Making	The user/individual on the job needs to know and understand how to:				
Decision Making							
The user/individual on the job needs to know and understand how to:							

ASC/N0003

Maintain a safe, clean and secure working environment

	SB1. make decisions on a suitable course of action or response
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organize work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. build and maintain positive and effective relationships with colleagues and customers
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. apply problem solving approaches in different situations
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
SB5. analyze data and activities	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB6. apply balanced judgments to different situations	

ASC/N0003

Maintain a safe, clean and secure working environment

NOS Version Control

NOS Code	ASC/N0003		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Petrol Pump Operations	Last reviewed on	20/07/13
Occupation	Tyre Inflation	Next review date	Under revision expected date of revised version 31-Dec-15

Qualification Pack for Tyre Inflation attendant

Criteria for assessment of Trainees

JOB ROLE	Tyre Inflation attendant L2
Qualification Pack	ASC/Q 9603
No. Of NOS	2 Role specific ,1 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation		
		Theory	Viva	Practical
ASC/N9603	Maintenance checks on air facility			
Compressor	To be competent , the user/individual on the job must be able to: PC1. clean the compressor PC2. check the compressor belt tension		5	10
Equipments	To be competent , the user/individual on the job must be able to: PC3. drain the condensate water from the air receiver PC4. check oil level in crankcase & replenish with the correct grade if required PC5. check if the air facility is connected to the back-up power source PC6. check if the “no tips” sign is displayed on the compressor PC7. check if the motor is rotating in the correct direction PC8. check if pressure switch is working PC9. report any equipment issues to the dealer for further action		25	70
Calibration	To be competent , the user/individual on the job must be able to: PC10. keep a record of calibration of air meter and inform the fore coat supervisor whenever the calibration is due based on the details mentioned in the calibration sticker PC11. ensure that the air meter is sent to the designated calibration agency		30	--
	subtotal		60	80
ASC/N 9604	Operation of the air facility (dial/ digital type)	Theory	Viva	Practical
Air filling	PC5. Fill air based on the type of vehicle & type of tyre mentioned in the check list PC6. Open the cap on the tyre valve & place the air pipe			

Qualification Pack for Tyre Inflation attendant

	<p>nozzle in a way that it completes covers the valve before filling air in the tyre</p> <p>PC7. Replace the valve cap of the tyre after checking air pressure</p> <p>PC8. Accepting tip from customers</p>		40	100
	subtotal		40	100
ASC/N0003	Maintain a healthy, safe and secure working environment	Theory	Viva	Practical
Compulsory	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with organisation's current health, safety, security and environmental policies and procedures(e.g. use protective gear and other safety equipment where necessary)</p> <p>PC2. report any identified breaches in health, safety, and security and environmental policies and procedures to the designated person</p> <p>PC3. identify and correct any hazards that can be dealt with safely, competently and within the limits of individual's authority</p> <p>PC4. report any hazards that cannot be dealt with to the relevant person in accordance with organisational procedures and warn other people who may be affected</p> <p>PC5. follow organisation's emergency and disaster management procedures</p> <p>PC6. identify and recommend opportunities for improving health, safety, and security to the designated person(e.g. in case of deviations from recommended policies/ practices of own organisation and suppliers)</p> <p>PC7. complete all the health, safety, security and environmental records required by company and regulatory standards</p>		20	40
			20	50
			10	30
	Sub total		50	120
	Total	80	150	300